# DEPARTMENT OF COMPUTER SCIENCE

## MUHAMMED ABDURAHIMAN MEMORIAL ORPHANAGE (MAMO) COLLEGE

[Govt. Aided First Grade College & Affiliated to University of Calicut.
Re-Accredited by NAAC with A Grade]

## CURRICULUM FOR CERTIFICATE COURSE

## CERCS002: DATA ANALYSIS USING MICROSOFT EXCEL

### OFFERED DURING THE

## ACADEMIC YEAR 2017-18

### [APPROVED BY ACADEMIC COMMITTEE, MAMO COLLEGE]

MANASSERY, MUKKAM POST,
KOZHIKODE, KERALA, INDIA, 673 602.
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## DEPARTMENT OF COMPUTER SCIENCE
### CURRICULUM FOR CERTIFICATE COURSE - CERCS002

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# INSTITUTIONAL VISION, MISSION & OBJECTIVES 01

**VISION**: Build Scientifically Oriented, Intellectually Accomplished, Morally Upright and Socially Committed youth who can play a constructive role in Nation Building.

**MISSION**: Intellectual, social and economic empowerment of the youth in general and women, minorities, orphans and the destitute in particular by providing quality, value-based higher-education.

**OBJECTIVES**: Pursuit of Excellence, Harnessing technology, Thrust on value-based education, Nurturing Excellence and Moulding the youth for Nation Building

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# VISION, MISSION, OBJECTIVES & CORE VALUES OF THE DEPARTMENT 02

**VISION**

**MISSION**

**VISION:** Equip the youth to harness the infinite potential of the ICT to be a part of the Nation Building process.

**MISSION:** Impart high quality, industry-oriented and value driven professional training to students to enable them to take up the challenging and diverse roles in the IT and Service industry.

**OBJECTIVES:** (a) Focus on core foundational computer science skills and emphasis on modern advances in computing. (b) Thrust on attaining the necessary technical, problem solving, ethical, communication, and collaboration skills to have successful careers through innovative and modern curriculum. (c) Special attention to provide industry-oriented quality training to impart skill requirements of the IT and Service industry. (d) Value-based training for maintaining Ethical Conscience. (e) Inculcate professionalism and global outlook through parallel soft-skill and value-added courses.

**VALUES**

**CORE VALUES:** Innovation, Quality and Excellence, Industry-Oriented Skilling, Ethical Consciousness, Service Mindedness, Professionalism and Global Outlook.

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# B.Sc COMPUTER SCIENCE: PROGRAMME EDUCATIONAL OBJECTIVES (PEOs)

# 03

After 4 to 5 years of graduation, the career and professional accomplishments attained by the B.Sc Computer Science Graduates would reflect that the programme really prepared the graduates to deal with the real world, where they could apply and use the skills and knowledge they have learned to good use.

**Specifically, the graduate would be:**

**PEO1:** Pursue any of the following three alternatives: (i) immediately take up a career in any area of Information Technology (IT) and Information Technology Enabled Services (ITES) and work productively as a successful computer professionals in diverse career paths including supportive and leadership roles on multidisciplinary teams, (ii) broaden the scope of the career path by pursuing higher studies and research in the field of Computer Science and (iii) go for taking up the challenge and spearheads start-ups by positively exploiting the diverse potentials of the IT & ITES industry..

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**PEO2:** Graduates will communicate effectively, recognize and incorporate societal needs and constraints in their professional endeavours, and practise their profession with high regard to legal and ethical responsibilities.

**PEO3:** Be original, creative, innovative and systematic in their all endeavours, including individual, collaborative and entrepreneurial ventures with meticulous strategic thinking, planning and execution.

**PEO4:** Have sufficient breadth of understanding to enable continued professional development and lifelong learning throughout their career.

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# B.Sc COMPUTER SCIENCE: PROGRAMME SPECIFIC OUTCOME (PSOs)

# 04

On successful completion of a Bachelor Degree in Computer Science, the graduates would be able to:

**PSO1:** **THEORETICAL SOUNDNESS IN COMPUTER SCIENCE: Students at the time of graduation will be able to apply fundamental knowledge of theoretical computer science and critically analyze problems to provide computer based solutions for engineering applications.**

**PSO2:** **HARDWARE AND SOFTWARE SYSTEMS: Students at the time of graduation will be able to design cost effective hardware/software systems and components for engineering/social applications using the knowledge of hardware and/or software architecture, programming and development.**

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**PSO3:** **TECHNOLOGY:** Students at the time of graduation will be able to apply appropriate technology to find solutions for complex problems.

**PSO4:** **RESEARCH CAPABILITY:** Students at the time of graduation will be able to apply domain knowledge and expertise for enhancing research capability to transform innovative ideas into reality.

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# B.Sc COMPUTER SCIENCE: PROGRAMME OUTCOMES (POs) 05

The students graduating from B.Sc Computer Science Programme should be able to:

**PO1:** SCIENTIFIC & COMPUTING KNOWLEDGE: Apply knowledge of Computing and Mathematics to provide solutions to complex problems.

**PO2:** PROBLEM ANALYSIS: Identify, formulate, review research literature, and analyze complex real-life problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and computing.

**PO3:** DESIGN/DEVELOPMENT OF SOLUTIONS: Design solutions for complex real-life problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations.

**PO4:** CONDUCT INVESTIGATIONS OF COMPLEX PROBLEMS: Use research-based knowledge and

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research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.

**PO5:** **MODERN TOOL USAGE:** Create, select, and apply appropriate techniques, resources, and modern computing and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations.

**PO6:** **THE COMPUTING PROFESSION AND SOCIETY:** Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional practice.
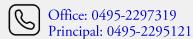
**PO7:** **ENVIRONMENT AND SUSTAINABILITY:** Understand the impact of the professional computing solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.

**PO8:** **ETHICS:** Apply ethical principles and commit to professional ethics and responsibilities and norms of the computing practice.

**PO9:** **INDIVIDUAL AND TEAM WORK:** Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.

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**PO10:** **COMMUNICATION**: Communicate effectively on complex computing activities with the computing community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.
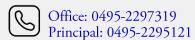
**PO11:** **PROJECT MANAGEMENT AND FINANCE:** Demonstrate knowledge and understanding of the computing and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.

**PO12:** **LIFE-LONG LEARNING:** Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change..

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# CERTIFICATE COURSE

# CERCS002: DATA ANALYSIS USING MICROSOFT EXCEL 06

# COURSE CURRICULUM

| Course Name | Data Analysis Using Microsoft Excel |
|---|---|
| Course Code | CERCS002 |
| Year | 2017-18 |
| Course Designer | Mrs. Beena Cherian |
| Couse Duration | 30 Hrs |
| Course Schedule | June to September |
| Maximum Students Intake | 60 Students |

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### 1. COURSE LEVEL

Foundational, skill-oriented certificate programme.

### 2. PREREQUISITE

To ensure success, students should be familiar with using personal computers, and should have experience using a keyboard and mouse. No prior knowledge of Programming language is required.

### 3. COURSE INTAKE & ADMISSION

Maximum 60 students will be given admission to the course based on First-Come-First-Serve basis. All the students of the MAMO College are eligible for free enrolment for the course. The enrolment notification will be issued for the course well in advance of the commencement of the course.

### 4. COURSE COORDINATOR

Ms. Beena Cherian, Department of Computer Science

### 5. COURSE PREAMBLE

MS-Excel is a Windows based application package. It is quite useful in entering, editing, analysis and storing of data. Arithmetic operations with numerical data such as addition, subtraction, multiplication and division can also be done with Excel. You can sort the numbers/characters according to some given criteria (like ascending, descending etc.)and solve simple financial, mathematical and statistical formulas. After successful completion of this session, participants can expect to have the skills required to work efficiently in an existing worksheet and to also create new worksheets from a template and from scratch.

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## 6. DURATION

Total Duration: 30 Hrs. [Contact Hrs. 8 Hrs. Lab Hours: 8 Hrs. Course Woks: 7 and Assessment Works: 7]

## 7. CURRICULUM FOCUS

Enhance the employability of the learners through curriculum enrichment for additional skill development.

## 8. COURSE OBJECTIVES

Learners are expected to

(a) Understanding the basic concepts of a spreadsheet.

(b) Set pages and their printing

(c) Modify a worksheet

(d) Enter and edit data in a worksheet

(e) Work on keyboard shortcuts

## 9. SKILL EXPECTED

On the successful completion of the course, learners will be able to:

(a) Create a new document according to the requirement.

(b) Perform various editing and formatting methodologies.

## 10. COURSE OUTCOMES

Upon the successful completion of the course, learners will be able to:

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| CO No | Course Outcome(CO) | Skill/Knowledge Attainment Level Based on Revised Bloom's Taxonomy |
|---|---|---|
| CO1 | Teach students to identify spreadsheet processing terminology and concepts. | Understand |
| CO2 | Create a spread sheet according to the requirement. | Apply |
| CO3 | Format and edit the cell and cell contents | Analyze |
| CO4 | Develop or formulate new spread sheet presentations that adapt to a given case. | Create |

## 11. MAPPING OF COs WITH PSOs AND POs

| COs | PO1 | PO2 | PO3 | PO4 | PO5 | PO6 | PO7 | PO8 | PO9 | PO10 | PO11 | PO12 | PSO1 | PSO2 | PSO3 | PSO4 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| CO1 | 1 | 1 | 2 | 1 | 1 | 1 | 1 | 1 | 2 | 3 | 1 | 2 | 1 | 1 | 2 | 1 |
| CO2 | 1 | 1 | 2 | 1 | 1 | 1 | 1 | 1 | 2 | 3 | 1 | 2 | 1 | 1 | 2 | 1 |
| CO3 | 1 | 1 | 2 | 1 | 1 | 1 | 1 | 1 | 2 | 3 | 1 | 2 | 1 | 1 | 2 | 1 |
| CO4 | 1 | 1 | 2 | 1 | 1 | 1 | 1 | 1 | 2 | 3 | 1 | 2 | 1 | 1 | 2 | 1 |
| AVG | 1 | 1 | 2 | 1 | 1 | 1 | 1 | 1 | 2 | 3 | 1 | 2 | 1 | 1 | 2 | 1 |

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## 12. MODULE-WISE COURSE CONTENTS

### MODULE 1: GETTING ACQUAINTED WITH MICROSOFT EXCEL

**MODULE DURATION:** 15 Hrs. [Contact Hrs. 6 Hrs. Lab Hours: 2 Hrs. Course Woks: 3 and Assessment Works: 4]

**MODULE CONTENT**: Spread Sheet & its Applications, Opening Spreadsheet, Menus - main menu, Formula Editing, Formatting, Toolbars, Using Icons, Using help, Shortcuts, Spreadsheet types. Working with Spreadsheets- opening, Saving files, setting Margins, Converting files to different formats (importing, exporting, sending files to others), Spread sheet addressing - Rows, Columns & Cells, Referring Cells & Selecting Cells – Shortcut Keys.

**MODULE OUTCOME:** On successful completion of the module learners can familiarize with the basic concept of preparing spreadsheet such as creating new spreadsheet, creating rows and columns, setting up margin etc. also can understand short cut keys.

### MODULE 2: DRAWING OBJECTS

**MODULE DURATION:** 15 Hrs. [Contact Hrs. 2 Hrs. Lab Hours: 6 Hrs. Course Woks: 4 and Assessment Works: 3]

**MODULE CONTENT**: Entering & Deleting Data- Entering data, Cut, Copy, Paste, Undo, Redo, Filling Continuous rows, columns, Highlighting values, Find, Search & replace, Inserting Data, Insert Cells, Column, rows & sheets, Symbols, Data from external files, Frames, Clipart, Pictures, Files etc, Inserting Functions, Manual breaks, Setting Formula - finding total in a column or row, Mathematical operations (Addition, Subtraction, Multiplication, Division, Exponentiation),

**MODULE OUTCOME:** On successful completion of the module, learners will be able to handle more features in Microsoft excel. Learner can able to create rows and columns, can perform cut, copy and paste cell contents. Learners will familiar with advance features like adding formulae and equations.

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### REFERENCES:

1. Joyce Cox, Curtis Frye D., M. Dow Lambert III, Steve Lambert, John Pierce, *Microsoft Office System Step by Step*, 2007

2. Russell A. Stultz, *Learn Ms. Office 2000*, BPB Publications, 2000.

### ADDITIONAL REFERENCES & STUDY MATERIALS:

3. S. Jain, *Computer Course Windows 10 with MS Office 2016,* Kindle Edition, BPB.

## 13. DELIVERY MODE

The course employs multi-mode delivery mechanism including contact lecture, online MOOC courses from NPTEL, Online and offline course works and Laboratory sessions..

## 14. DELIVERY SCHEDULE

June to September.

## 15. DETAILED COURSE DELIVERY PLAN

| Hour | Delivery Mode and Activity | Topics to be Covered |
|------|---------------------------|----------------------|
| 1 | Contact Hour - 1: Classroom Discussion | Introducing the Course |
| 2 | Lab Hour - 1 | Launching and Navigating the screen. Introduce User Interface of MS-Excel and its Basic Features. Introduce Formatting. |
| 3 | Contact Hour - 2: Classroom Demonstration | Introducing Spreadsheet, Menus - main menu |

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| Hour | Delivery Mode and Activity | Topics to be Covered |
|---|---|---|
| 4 | Contact Hour - 3: Classroom Demonstration | Understanding Formula Editing |
| 5 | Contact Hour - 4: Classroom Demonstration | Understanding help, Shortcuts, Spreadsheet types. |
| 6 | Contact Hour - 5: Classroom Demonstration | Working with Spreadsheets- opening, Saving files, |
| 7 | Contact Hour - 6: Classroom Demonstration | setting Margins |
| 8 | Lab Hour - 2 | Editing, Setting tabs, Formatting spreadsheet |
| 9 | Course Work – 1: Course Assignment | Course Assignment to Create a spreadsheet with Specific Requirements |
| 10 | Course Work – 2: Course Assignment | Course Assignment to Create a spreadsheet with Specific Requirements |
| 11 | Assessment Hour - 1 | Course Assignment to Create a spreadsheet with Specific Requirements |
| 12 | Course Work – 3: Course Assignment | Course Assignment to Create a spreadsheet with Specific Requirements |
| 13 | Assessment Hour - 2 | Course Assignment to Create a spreadsheet with Specific Requirements |
| 14 | Contact Hour - 7: Classroom Demonstration | Working with Spread sheet addressing - Rows, Columns & Cells, |

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| Hour | Delivery Mode and Activity | Topics to be Covered |
|---|---|---|
| | | Referring Cells & Selecting Cells – Shortcut Keys. |
| 15 | Contact Hour - 8: Classroom Demonstration | Entering & Deleting Data |
| 16 | Lab Hour - 3 | Working with Find, Search & replace |
| 17 | Lab Hour - 4 | Working with Inserting Data, Insert Cells, Column, rows & sheets |
| 18 | Lab Hour - 5 | Working with Frames, Clipart, Pictures, Files |
| 19 | Course Work – 4: Course Assignment | Course Assignment to Create a spreadsheet with Specific Requirements |
| 20 | Course Work – 5: Course Assignment | Course Assignment to Create a spreadsheet with Specific Requirements |
| 21 | Lab Hour - 6 | Working with tables-row and column setting. |
| 22 | Lab Hour - 7 | Working with custom bullets and numbering |
| 23 | Lab Hour - 8 | Working with Functions |
| 24 | Assessment Hour - 3 | Course Assignment to Create a spreadsheet with Specific Requirements |
| 25 | Assessment Hour - 4 | Course Assignment to Create a spreadsheet with Specific Requirements |

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**[Govt. Aided First Grade College & Affiliated to University of Calicut. Re-Accredited by NAAC with A Grade]**

## DEPARTMENT OF COMPUTER SCIENCE

### CURRICULUM FOR CERTIFICATE COURSE - CERCS002

| Hour | Delivery Mode and Activity | Topics to be Covered |
|------|----------------------------|----------------------|
| 26 | Assessment Hour - 5 | Course Assignment to Create a spreadsheet with Specific Requirements |
| 27 | Course Work – 6: Course Assignment | Course Assignment to Create a spreadsheet with Specific Requirements |
| 28 | Course Work – 7: Course Assignment | Course Assignment to Create a spreadsheet with Specific Requirements |
| 29 | Assessment Hour - 6 | Course End Assessment |
| 30 | Assessment Hour - 7 | Course End Assessment |

## 16. ASSESSMENT COMPONENTS

Total Marks: 100

**CLASSROOM AND GROUP PARTICIPATION**: **20 Marks.** This component aims at testing the course content understanding and the reflection skills and their attainment levels.

**COURSE WORK:** **30 Marks.** This component aims at testing the skill attainment levels of the learners in analysing and implementing the real-world problem.

**MID-COURSE ASSIGNMENT**: **20 Marks.** This component aims at testing the module-wise attainment levels of the course objectives and course outcome and module outcomes.

**COORDINATOR**
**ACADEMIC COMMITTEE**
MUHAMMED ABDURAHIMAN MEMORIAL
ORPHANAGE COLLEGE
P.O. MANASSERY, MUKKAM - 673602

Manassery, Mukkam Post,
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Principal: 0495-2295121

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**END-COURSE ASSESSMENT**: **30 Marks.** This component aims at testing overall attainment levels of the course with respect to course objectives, course outcome and module outcomes.

## 17. COURSE EVALUATION & GRADING

The course evaluation is done/coordinated entirely by the course coordinator. The following 10-point Indirect Grading System is used for awarding grades to students:

| Percentage of Mark | Letter Grade | Interpretation | Class |
|---|---|---|---|
| **95 and above** | **O** | **Outstanding** | First Class with Distinction |
| 85 to below 95 | A+ | Excellent | First Class with Distinction |
| 75 to below 85 | A | Very good | First Class with Distinction |
| 65 to below 75 | B+ | Good | First Class |
| 55 to below 65 | B | Satisfactory | First Class |
| 45 to below 55 | C | Average | Second Class |
| 35 to below 45 | P | Pass | Third Class |
| Below 35 | F | Failure | Fail |
| Incomplete | I | Incomplete | Fail |
| Absent | Ab | Absent | Fail |

The grade is awarded by the course-coordinator by considering the overall performance of the learner in all the assessment component of the course.

## 18. GRIEVANCE REDRESSAL

The grievances, if any, can be submitted to the Head of the Department for its redressal. Those grievances that cannot be redressed by HoD can be forwarded to Academic Council of the College for final decision on the matter.

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## 19. ISSUANCE OF CERTIFICATES

The Course Completion Certificate will be issued to all the successful candidates showing the Total Marks and Grade Obtained.

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**COORDINATOR**
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